

10 OCTOBER 2002

Logistics Readiness

REUSABLE CONTAINER PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: (22 LRS/LGRT)
Supersedes MAFBI 24-201, 24 June 2000

Certified by: (Mr. Louis Meredith)
Pages: 5
Distribution: F

This instruction implements AFD 24-2, *Preparation and Movement of Air Force Materiel*, and outlines the responsibilities and procedures for maintenance and operation of the Reusable Container Program at McConnell Air Force Base. This instruction applies to the 22d Maintenance Squadron, 22d Aircraft Maintenance Squadron, 22d Communications Squadron, and the 22d Logistics Readiness Squadron. This instruction does not apply to the Air National Guard or the United States Air Force Reserve units.

SUMMARY OF REVISIONS

Give 22 ARW/CC the responsibility of appointing the Wing Reusable Container monitor, vice the 22d Logistics Readiness Squadron Commander. **A bar (|) indicates a change since the last edition.**

1. Responsibilities:

- 1.1. The 22 ARW/CC will appoint the Chief, Traffic Management Flight, as the Wing Reusable Container Monitor.
- 1.2. The 22d Logistics Readiness Squadron will:
 - 1.2.1. Ensure all unit Reusable Container Monitors are fully trained and appointed to their duties by their unit commander.
 - 1.2.2. Produce a monthly Reusable Container Analysis Report for all units.
 - 1.2.3. Conduct semiannual on-site inspections on the reusable container storage areas in each squadron.
 - 1.2.4. Convene a reusable container committee annually. The committee will not be convened for previously anticipated reasons, i.e., reorganization, unit activation/deactivation, project cancellation/completion, etc., nor if the responsible organization has coordinated the demand in advance. The committee will consist of representatives from the major base shipping activities, i.e., logis-

tics readiness, aircraft maintenance, communications, and tenant organizations. The objective of this committee will be to minimize unnecessary expenditures of Air Force funds necessary to replace containers.

1.2.5. Provide staff assistance to units upon request for the unit commander or monitor.

1.2.6. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.

2. Unit Responsibilities:

2.1. Appoint one primary and alternate(s) Squadron Reusable Container Monitor. Units may have multiple alternates appointed.

2.1.1. In unusual circumstances, with the Traffic Management Flight's approval, squadron commanders may appoint reusable container monitors or alternates from outside organizations to sign AF Form 451, **Request for Packaging Service**. Both squadron commanders concerned must sign the appointment letter. (See [Attachment 2](#)).

2.1.1.1. Ensure that with each newly approved monitor, an updated Reusable Container Monitor appointment letter is forwarded to 22 LRS/LGRT within ten working days.

2.1.1.2. Ensure that all cargo received is in the proper container or that this discrepancy is annotated on the issue document and kept with the property.

2.1.1.3. Ensure that all cargo turned in to packing and crating is in the proper container or has an AF Form 451 attached with the paperwork for the item. The AF Form 451 will be signed only by either the Squadron Reusable Container Monitor, alternate, or the unit commander. **NOTE:** If the item was issued without the proper container, then the annotated issue document, showing the container discrepancy, will then be forwarded with the paperwork, instead of an AF Form 451.

2.1.1.4. Identify and maintain an active Reusable Container Storage Area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying containers unnecessarily.

2.1.1.5. Provide Wing Reusable Container Monitor with an updated listing of all excess containers.

DAVID J. KRAMER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-202, *Preservation and Packing, and AMC Supplement 1.*

AFMAN 24-206, *(I) Packaging of Materiel.*

AFJPAM 24-234, *Logistics Packaging Management.*

T.O. 00-85B-3, *How to Package Air Force Spares.*

Abbreviations and Acronyms

SPI—Special Packaging Instruction

Terms

Container—Any receptacle used to enclose and afford maximum protection to government property for storage and shipment.

Reusable Container—A specially designed container which is engineered for, repeated use without impairment of its protective function. These containers are marked “Reusable Container...Do Not Destroy.”

Category I Container—Container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

Category II Container—Container usually made of plywood, wood, or fiberboard. It can be identified by military or federal specification number. It is constructed to withstand a minimum of 10 trips.

Discrete Special Packaging Instruction (SPI) Container—This is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by an SPI number, i.e., SPI 080-6396.

Fast Pack—A family of standard size, reusable cushioning containers whose design permits shipment of a large variety of items within certain limits of size, weight, and fragility.

Standard Pack—A pack for which the packaging components, including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

Attachment 2

SAMPLE AF FORM 451

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REQUEST FOR PACKAGING SERVICE		DATE 1*	PRIORITY 2*	REQUEST NO 3
TO 4*		FROM 5*		
SHIPPING DOCUMENT NO 6*		ISSUE DOCUMENT NO 7*		
Request the following packaging materials be procured I understand special boxes are not to be requested when standard boxes can be used I have tried to secure reusable containers as prescribed in AFR 71-9				
REASON FOR REQUEST 8*		ITEM REQUESTED 9*		
CONTAINER DESTROYED BY USER		TPO PACK		
ITEM ISSUED WITHOUT PROPER CONTAINER		BOX(es)		
ITEM DUE OUT-REPLACEMENT NOT RECEIVED		SPECIFICATIONS 10*		
INITIAL REQUIREMENT		QUANTITY	UNIT	SPECIFICATIONS
OTHER (Specify)		NSN		
PURPOSE 11*		NOMENCLATURE		
DOMESTIC		LENGTH		
EXPORT SHIPMENTS		WIDTH		
STORAGE		DEPTH		
BLDG NO 12*	PHONE NO 13*	SIGNATURE OF REQUESTER 14*		
FOR USE BY PACKAGING PERSONNEL				
COSTS 15		REMARKS		
MANPOWER	\$	16		
MATERIAL	\$			
TOTAL	\$			

AF FORM 451, 19770201 (EF-V2)

NOTES ITEMS WITH AND "*" ARE TO BE COMPLETED BY THE REQUESTING ACTIVITY

- 1 ENTER DATE FORM IS INITIATED
- 2 ENTER SUPPLY PRIORITY AND CURRENT DATE
- 3 FOR PACKING AND CRATING'S USE
- 4 ENTER "22 TRANS/LGTC "
- 5 ENTER THE ORGANIZATION AND OFFICE SYMBOL OF ACTIVITY INITIATING THE REQUEST
- 6 ENTER ERH TRANSPORTATION CONTROL NUMBER FROM ACCOMPANYING DOCUMENTS IF NONE ARE AVAILABLE, ENTER "N/A "
- 7 ENTER THE SUPPLY DOCUMENT NUMBER FOR ACCOMPANYING DOCUMENTS IF NONE ARE AVAILABLE, ENTER "N/A "
- 8 ENTER THE REASON FOR REQUEST
- 9 CHECK THE APPLICABLE BLOCK TO INDICATE THE TYPE OF CONTAINER REQUIRED NOTE THAT TPD PACK HAS BEEN CHANGED TO SPI PACK
- 10 ENTER THE APPLICABLE INFORMATION
- 11 CHECK THE APPLICABLE BLOCK
- 12 ENTER THE BUILDING NUMBER OF THE REQUESTING ACTIVITY
- 13 ENTER THE TELEPHONE NUMBER OF THE REQUESTER
- 14 HAVE THE UNIT COMMANDER OR UNIT CONTAINER MONITOR SIGN AND PRINT THEIR LAST NAME IN THIS BLOCK
- 15 FOR PACKING AND CRATING'S USE
- 16 ENTER ANY NECESSARY INFORMATION, I.E , PACER CRAG, ETC

Attachment 3**SAMPLE REUSABLE CONTAINER APPOINTMENT LETTER**

MEMORANDUM FOR: 22 TRANS/LGTT

FROM: 22 MXS/CC

SUBJECT: Reusable Container Monitor Appointment Letter

1. The following individuals are appointed as the 22d Maintenance Squadron's reusable container monitors:

	<u>RANK/NAME</u>	<u>PHONE</u>	<u>**UNIT</u>	<u>SIGNATURE</u>
*Primary:	TSgt John Doe	5555	MXS	_____
Alternates:	SSgt Sam Gates	5555	MXS	_____
	SrA Jane Hill	5552	SUPS	_____

2. Direct questions to the primary monitor, TSgt John Doe, at ext 5555.

3. This letter supersedes all previous letters, same subject.

SQUADRON COMMANDER'S SIGNATURE

**I concur with the above appointment.

SQUADRON COMMANDER'S SIGNATURE

*Units may appoint one primary and multiple alternate reusable container monitors.

**Use when monitors are appointed from outside organizations.